D–8009

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION EXAMINATION, MAY 2025.

COMPUTER FUNDAMENTALS

(CBCS 2021 Calendar Year Onwards)

Time : Three hours　　　　　　　　Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define a computer and mention its main characteristics.

2. What are the different types of computers?

3. Define RAM and ROM.

4. What is cache memory?

5. Convert $(1011.101)_2$ to decimal.

6. What is a truth table in Boolean algebra?

7. What is the difference between a compiler and an interpreter?

8. Define an operating system.

9. What is system calls in an OS?

10. What is a database management system (DBMS)?

PART B — $(5 \times 5 = 25$ marks)

Answer ALL questions, choosing either (a) or (b).

11. (a) Explain the basic anatomy of a computer with a block diagram.

Or

(b) Describe various types of input and output devices.

12. (a) Differentiate between primary memory and secondary memory.

Or

(b) Explain different types of ROM.

13. (a) Perform the binary subtraction : $(1101)_2 - (1011)_2$.

Or

(b) Convert $(45)_{10}$ to binary, octal and hexadecimal.

14. (a) What is an algorithm? Write an algorithm to find the largest of three numbers.

Or

(b) Explain different types of programming languages.

15. (a) Describe different types of operating systems.

Or

(b) Explain the functions of the Windows operating system.

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PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the evolution of computers and their classification in detail.

17. Explain secondary storage devices with examples.

18. Explain Boolean algebra and DeMorgan's theorems with examples.

19. Describe the differences between machine language, assembly language, and high-level languages.

20. Explain the differences between DBMS and RDBMS with examples.

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DISTANCE EDUCATION

CERTIFICATE PROGRAMMING IN OFFICE AUTOMATION EXAMINATION, MAY 2025.

PRINCIPLES OF INFORMATION TECHNOLOGY

(CBCS 2021 Calendar Year Onwards)

Time : Three hours　　　　　　　　Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1.　What do you mean by information system?

2.　Define data.

3.　Define computer network.

4.　What is MAN?

5.　Specify any two search engines.

6.　Define internet.

7.　What is virtual office?

8.　What are the various online services?

9.　What is cyber law in India?

10.　List out the benefits of E-governance.

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).

11. (a) Give the role of IT in home and at play.

Or

(b) Can you utilize IT in education and training? Justify your answer.

12. (a) Describe about PAN.

Or

(b) Draw and explain the bus topology.

13. (a) Write a note on web browser.

Or

(b) What do you mean by URL?

14. (a) Elucidate about time division multiplexing.

Or

(b) What is work computing?

15. (a) Why do we need cyber - laws?

Or

(b) Do you need any hardware and software for E-governance?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. List out the uses of IT in science, maths and engineering and explain them.

17. What are the various types of network topologies?

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18. Give the working principle of any one of the mobile office devices.

19. Discuss about electronic data interchange.

20. Explain about cyber crimes.

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CERTIFICATE PROGRAMMING IN OFFICE AUTOMATION EXAMINATION, MAY 2025.

OFFICE AUTOMATION

(CBCS 2021 Calendar Year Onwards)

Time : Three hours   Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. What is hyperlink?

2. Write the steps to insert a row in a table.

3. Define macro in excel.

4. Define cell.

5. What do you mean by presentation?

6. Specify the steps to create a slide in PowerPoint.

7. Give the objects of access.

8. Define query.

9. What is Cale?

10. How to set primary key in open office base?

Answer ALL questions, choosing either (a) or (b).

11. (a) Can you change the appearance of characters? Justify.

Or

(b) What do you mean by Bullets and numbering?

12. (a) Write a note on functions in excel.

Or

(b) List out the steps to resize rows and columns.

13. (a) Can you add texts to slides in Powerpoint? Justify.

Or

(b) How will you select slide layout?

14. (a) How to create a Database in MS-Access?

Or

(b) How to add, delete and edit records in MS-Access?

15. (a) Explain about numbering pages by chapter in open office writer.

Or

(b) Write about pivot table in Calc.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Give the steps to apply the following on a word file.

    (a) Insert a table of 4 rows and 4 columns.

    (b) Add a row/column to this table

    (c) Split cell

    (d) Split the table

    (e) Delete the table.

17. Can you represent numbers in a chart? Justify your answer.

18. How will you include audio and video into your presentation?

19. Describe about form in MS Access.

20. Briefly explain about formatting document in open office writer.

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